

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
100 USDA, Suite 102  
Stillwater, OK 74074-2653

OK Notice FLP-500

1-FLP

For: County Offices

Farm Loan Program Real Estate Appraisals

Approved by: State Executive Director



1 Overview

A Background

**This notice replaces OK FLP-494 since page 2 was omitted & a number of persons who had retired or left FSA needed to be deleted.**

Handbook 1-FLP, paragraph 141E requires a state supplement be issued providing guidance on the process to request chattel and RE Appraisals. Blanket Purchase Agreements commencing June 6, 2002 started a three-year cycle for Real Estate Appraisals. Administrative Real Estate Appraisals are to be completed by trained individuals. Only employees who have been trained and received written delegation of authority to conduct administrative reviews may conduct and sign an administrative review form. A recently held training meeting allows nine individuals to be added to exhibit 2.

B Purpose

This notice provides instructions for Farm Loan Program Offices to order farm real estate appraisals. Also noted is individuals trained and delegated authority to administratively review farm real estate appraisals.

C Action

1-When the county office determines a real estate appraisal is needed; Farm Loan Managers will complete Exhibit 1, Farm Real Estate Appraisal Delivery Order/Ticket (DO). Attachments such as the aerial photo for subject property, legal description(s), 851 or similar environmental survey, etc. with the DO will be sent to Connie Burk, Appraisal Unit, STO for Districts 1-4. Jim McDaniel, FLP, STO, will receive orders for Districts 5-7.

Continued

Disposal Date	Distribution
Indefinite	County Offices

Continued

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**C      Action  
         (continued)**

2-The appraisal will be assigned to either a contract appraiser or will be completed by FSA authorized personnel, generally within 21 days of receipt of order from county offices.

3-When county office personnel is the review official, this is noted by a check mark by the county office name in item # 21 on the DO. Individuals authorized to review appraisals (listed in exhibit 2), will complete Form 1922-15, Administrative Appraisal Review for Single Family Housing, or 1922-16, Administrative Appraisal Review (whichever form is applicable), send provided copy of appraisal with form 1922-15/16 to STO. **This must be completed within 7 days of receipt of appraisal.**

4-When major errors are noted on the 1922-15/16 by the county office reviewer, the designated appraiser for the county/district will complete a technical and/or field review before payment to the contractor is recommended.

5- When no problems are noted, the appropriate paperwork will be completed for payment to the contract appraiser.

**6- Administrative reviews of guaranteed RE Loans will be completed as stated in 1-FLP, par.143 C. A copy of the form 1922-15/16 will be submitted to the STO-AU upon completion.**

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Ordering Office Location \_\_\_\_\_  
 Ordering Office phone # \_\_\_\_\_  
 Task Order Completed by: \_\_\_\_\_  
 Date Sent to Appraisal Unit \_\_\_\_\_

### FARM REAL ESTATE APPRAISAL DELIVERY ORDER/TICKET

COUNTY OFFICE WILL COMPLETE ALL ITEMS EXCEPT #1 & 21

1. BPA # \_\_\_\_\_ DELIVERY ORDER # \_\_\_\_\_ APPRAISAL COST \_\_\_\_\_  
 START DATE \_\_\_\_\_ DUE DATE \_\_\_\_\_
2. Borrower/Applicant Name \_\_\_\_\_ or Owner \_\_\_\_\_
3. Case No. 42- \_\_\_\_\_ - \_\_\_\_\_ Loan # \_\_\_\_\_ OR Advice # \_\_\_\_\_
4. Borrower/Applicant Mailing Address \_\_\_\_\_ Town \_\_\_\_\_  
 Street Address-if applicable \_\_\_\_\_ Town \_\_\_\_\_  
 (example: Borrower lives within city limits)
5. Charge to Borrower Account: Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, complete #6)
6. Loan made prior to 10-91 \_\_\_\_\_ OR Loan made after 10-91 \_\_\_\_\_
7. Loan Making: \_\_\_\_\_ Loan Servicing \_\_\_\_\_
8. Specify reason/use for appraisal \_\_\_\_\_  
 (Ie: Loan making, foreclosure, graduation, 1951-S, voluntary sale, shared appreciation)
9. Send Appraisal report to \_\_\_\_\_ Location of Property \_\_\_\_\_  
 (City) (County)  
 (CHECK ALL APPROPRIATE PROPERTY TYPES BELOW -BLOCKS 10-12)
10. \_\_\_\_\_ Inventory OR \_\_\_\_\_ Non-Inventory
11. \_\_\_\_\_ Program OR \_\_\_\_\_ Not Suitable for Program  
 (Farms require 3 approaches to value)
12. \_\_\_\_\_ As Is Appraisal OR \_\_\_\_\_ As Improved Appraisal
13. \*\*Legal Descrip. & Original Aerial Photo (REQUIRED)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (Attaching copy of mortgage or typed legal is acceptable)
- 13a. Number of Acres \_\_\_\_\_
- 13b. \_\_\_\_\_ House in City Limits  
 use 1922-8, URAR form
14. \_\_\_\_\_ Minerals to be included in appraisal
15. \_\_\_\_\_ Purchase Contract for \$ \_\_\_\_\_ (Please attach copy of contract)
16. \_\_\_\_\_ Bare land tract OR \_\_\_\_\_ Dwelling/Improvements on tract
17. \_\_\_\_\_ Dwelling Occupied OR \_\_\_\_\_ Dwelling Vacant
18. \_\_\_\_\_ Considered Typical OR \_\_\_\_\_ Considered Highly Improved  
 (common for area) (out of ordinary for area)
19. To Gain Access: \_\_\_\_\_ Contact County Office at \_\_\_\_\_  
 \_\_\_\_\_ Contact Realtor/Name \_\_\_\_\_  
 \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_ Contact Borrower Home Phone \_\_\_\_\_ Work # \_\_\_\_\_
20. Plat, survey, or location map if available and/or directions to property, other comments.  
 \_\_\_\_\_
21. ATTN: FSA Contractor: Deliver Original & 1 copy of Appraisal Report to:  
 \_\_\_\_\_ Connie Burk \_\_\_\_\_ Ordering Office (use address stamp below)  
 \_\_\_\_\_ Jim McDaniel  
 100 USDA, Suite 102  
 Stillwater, OK 74074

CONTRACTOR SIGNATURE (Required) \_\_\_\_\_

Appraisal Unit/COR Signature \_\_\_\_\_

Date \_\_\_\_\_

(Revised 08-15-02)



**Individuals Delegated to Administratively Review Real Estate Appraisals**

Nila Adams

Sue Beets  
Gary Bentley  
Janell Black  
Carolyn Blecha  
Phillip Bryslan

Marie Campbell  
Jack Carlile  
Rickey Clark  
Clay Combes  
Danny Cox  
Diane Crane  
Gary Crawley

Larry Daniel  
Edgardo Delgado  
Sue Dudek  
Steven Dusek

LaTonya Garner  
Joe Gelnar  
Steve Gregory

Carol Haygood  
Brian Holland  
Mark Huntington

Tracy Rakestraw Imke

Jaramie Karcher  
Kevin Kelly

Teri Johnson

Jared Lamb  
Bill Lieb

Greg Mathis  
Karen Matlock

Tom McCullough  
LaNelda McDaniel  
Cody McMurphy  
Custer McFalls  
Billy Murray  
Shirley Murray

Karl Nail  
Warren Newell

David Oakman

Chris Pharaoh  
Buddy Phillips

Roy Rankin  
Jo Ricks  
Ricky Riley  
Mike Roberts  
Chad Rudd

Mark Stokes

Amanda Tye

Melody Urban  
Ritson Urban

John VanMeter  
Stephen Vaughan

Patty Crawford Wanger  
Ricky Ward  
Jennifer Butcher Worthington  
Vernon Whitney  
Linda Wingo